



Illinois JobLink



Apprenticeship Information Center (AIC) Self-Service User Guide for Job Seekers

How To Register For and
Enter a Job Seeker Account Online Using
— **IllinoisJobLink.com** —

User Name: _____ **Password:** _____

(Revised Date: January 30, 2013)

ILLINOISJOBLINK.COM JOB SEEKER USER GUIDE FOR AIC

Internet Entry

These are the step-by-step instructions you will need to register for the **Apprenticeship Information Center (AIC) Program** using a system called **IllinoisJobLink.com** (IJL). Included are directions on how to attach or build your resume in addition to adding the “talents” you need to fortify the quality of your profile in maximizing your matching capability to the most compatible job openings. Remember that IJL is a system designed for ALL job openings and not just for the Apprenticeship trade fields. So the **AIC job seeker guide differs somewhat from the “generic” job seeker guide**. Therefore, it is highly recommended that you **follow these directions carefully** to maximize your matching potential to the right jobs, **especially when selecting your “Job Title,” and key words**. *You are encouraged to print this guide out before starting*. You may wish to check off the steps as you complete them in the checklist format of the guide so you don’t lose your place. We also suggest you have your resume at hand in order to transfer your information to IJL more easily. You can also copy and paste your resume or its contents directly to your IJL Registration electronically. For best results, you should use an Internet Explorer browser.

If you wish to **register as a job seeker for AIC Program or update your current registration**, please send an e-mail to john.m.waters@illinois.gov. In your e-mail, type in: 1.) **AIC Job Seeker**, followed by 2.) your name, 3.) address, 4.) phone number and 5.) the e-mail address you wish to be contacted at. We ask you to send this e-mail so we may track your profile to make sure you have entered/updated everything to your advantage. If you haven’t, we can help you do so. This will also help us prevent having duplicate registrations for you in the system. You can then begin to use IJL by going directly to IllinoisJobLink.com. You’re in!.

Illinois Job Link Home Page

Click on “Find A Job” magnifying glass

On the **Find a Job** page, click on “Create An Account” magnifying glass near the bottom of the page.

On the **New Account Creation for Job Seeker** page, you may enter your Social Security Number if you have one. If you do not have a SS# nor do you wish to enter yours for security reasons, check the box to decline entry of your social security number and click on the continue button which takes you to a 2nd page acknowledging the system recognizes you are not entering a SS# and it will enter a pseudo SS# for you after you click on the confirm button at the bottom.

New Account Creation for Job Seekers

- ☐ Enter a Username that is easy for you to remember that does not contain spaces or special characters but has 6 to 20 characters. *It is strongly recommended that you print out these instructions and write down your user name and password since you will need them again during this registration and every time you revisit IJL.*
- ☐ Enter a Password that is easy to remember which includes letters and at least one number and a special character (!@#%&?+...). The password must contain 8 to 20 characters. Then confirm.
- ☐ Be sure to enter your e-mail address since your most likely initial correspondence between you and recruiters will be by e-mail. Then confirm by entering it again.
- ☐ Select one of the 7 security questions by using the drop down menu arrow to the right...then answer it.
- ☐ Enter your name, address, city, state, ZIP code, phone numbers and fax if you have one

- ☐ Be sure to enter your date of birth using the pop-up calendar to select month, year and finally date..
- ☐ Answer the question: How did you hear about our services? You may check more than one.
- ☐ Answer the Ethnic Hispanic question using the drop down box.
- ☐ Check off Race, Gender and Disability Options.
- ☐ Category of Disability: select options if you answered yes to previous question, or skip down to the next question if not applicable.
- ☐ Employment Status: click arrow, select choice..
- ☐ Number of weeks not employed: select number or N/A
- ☐ Interstate Worker: select one option.
- ☐ State Unemployment Insurance claims program: select status if known, or not a claimant.
- ☐ Referred by WPRS: choose from options.
- ☐ Have You Served on Active Duty with the Armed Forces of the US? Select option
- ☐ Are you their Spouse? Select option.
- ☐ Click on the Continue button...and your Job Seeker Basic Account is Complete.

Create a PLUS Account

Click on “Create a Plus Account” magnifying glass.

Section 1 consists of 4 parts. Information pertaining to the terms and conditions for using the system are displayed and you must agree to all three statements in order to complete your registration.

- ☐ The first part is Eligibility/Authorization. Click in the boxes in front of “I Accept”.for both the Equal Opportunity Statement and Information Privacy.
- ☐ For Authorization to Obtain Information, click in the box in front of “I authorize...”
- ☐ Then enter your user name and password again and click on the Next Step button.

Section 2 presents your Registration Information already recorded and seeks further information about you.

- ☐ SS# (If you did not enter a social security number, click on the box that reads, “I decline...)
- ☐ DOB, Ethnicity, Race and Gender should already be completed. Make any changes now if needed.
- ☐ Indicate if you are a single, separated, divorced, or widowed individual responsible for dependents...yes or no. If no, skip Number in Family

- ☐ Individual with Disability. Answer yes, no , or Prefer not to answer. If yes, please enter the category follow-up questions.
- ☐ Education Status: select one option.
- ☐ Highest Grade Completed: select one option..
- ☐ Have you served on Active Duty with the Armed Forces of the U.S.: select one option.
- ☐ Next step button.
- ☐ (You may or may not see this option page...) Choose county or office: the nearest county or local IDES office is based on proximity to your ZIP code. Also, you may see something about Hire The Future (HTF) which is a high school / work program. So unless you are in high school looking for a summer or part-time job, select the local office option given and click on the continue button.
- ☐ Warning only applies to those who did not enter a social security number: click on Decline Entry... button.
- ☐ Veteran, Spouse of a Veteran or Non-Veteran Status. You will be asked anywhere from 5 to 15 questions on the next 2 pages, depending on what you declared your military status to be when completing your New Account earlier. Select the proper responses and move on to the next section by selecting Next Step.
- ☐ Are you a Migrant Worker: select your answer. Next Step button.
- ☐ Employment Status: system is verifying what you entered before for this section in the next 5 questions.

Next five steps MAY appear depending on what you selected previously:

- ☐ Number of weeks not employed...select if applicable or else N/A
- ☐ Interstate Worker: select one. Next Step button
- ☐ State UI Claims program: select one.
- ☐ Referred by Worker Profiling...: When you are finished, click on the Next Step button.
- ☐ (May appear here depending on how you answered previous military questions) Selective Service: Have you registered with Selective Service? Select one option, click on the Next Step button.
- ☐ Eligibility to Work in the United States: select U.S. Citizen or other option if it fits your situation. If you select U.S. Citizen, skip down and click on Next Step button. If you select another option, you will have to type in your Alien Certification number, etc. in the boxes below.
- ☐ Dislocated Worker: select one option. Then click on Next Step button.

Section 3 presents your Registration Information already recorded and seeks further information about your work experience and job training.

- ☐ Job Title you are looking for: **When entering your job title, begin with the letters AIC so that matching employers can easily identify you as being an AIC Job Seeker.** So for example if you are looking to be a carpenter you would enter AIC Carpenter, AIC Plumber or AIC Heating, Ventilation and Air Conditioning apprentice (do not abbreviate HVAC since the O*NET system does not recognize that as a job title).
- ☐ Job Category: the system provides a menu of 23 categories. **All AIC job seekers should choose their talents from among the following 3 job categories: 1.) Construction and Extraction., 2.) Installation, Maintenance and Repair, or 3.) Transportation and Material Moving., since that is what AIC Employers have been advised to enter on their end of the matching system.**
- ☐ Next Step button.
- ☐ Depending on what you select will determines whether or not you connect to a page that reads: Your Information will not be saved until you select an occupation. **If this page does appear**, you will have to enter a key word match using the Select Any option. Enter key word or words and select the description until you find the occupation that best describes the occupation you are looking for. Then select the action occupation and conclude with the search button. If this page does not appear, continue to the Next Step button.
- ☐ Select the Occupation that best describes your work wanted. This section confirms your occupational quest by allowing you to **select O*NET talents, tools and/or technologies found in your particular field.** You may only select one radio button. Then select the Next Step button.

Section 4 allows you to review and edit your selections thus far in your PLUS Account. Click on the right marginal Edit button for each section in which something needs to be corrected or added.. When satisfied with your entries, click on the Finished button.

Build A Resume

Now that your Job Seeker PLUS Account Registration is complete, click on Build A Resume at the bottom of the page.

You are now on the My First Resume page at Resume Preferences. Click on the Resume Title you selected earlier (AIC _____). You are provided with three options. Your decision will lead to either 4 or 5 sections that you need to complete. Answer questions and follow steps as completely as you can, especially if you are building your resume as you go rather than copying or pasting your resume. We recommend selecting the Copy & Paste Text option if you already have a resume in storage so that you can pull up your resume, scan, copy and paste it to your registration. Uploading your resume could lead to some complications, so please Copy and Paste. This will take you to section one of the Copy and Paste Resume steps.

- ☐ Resume Title: It should already show the resume title you selected earlier, beginning with AIC If it is not showing, please enter it again (e.g.: AIC carpenter).
- ☐ Disclosure: Select one of the two Public radio buttons so employers can view your profile, job title and resume; preferably the first. If you select the Private radio button, you may see matches, but employers won't see you. **For best exposure in finding employment, we recommend Public.**
- ☐ Number of days before expiration: This will automatically default to 90 days. You can extend it now or anytime you visit your registration to view new matches. You want to keep it active at least 90 days unless you are hired and wish to terminate your search, which you can do at anytime.
- ☐ Driver's License: This step may or may not show up at this time, depending on which of the 3 options you

selected regarding your resume display. However it will come up eventually. Most auto drivers in Illinois have a current valid drivers license. Then just add any endorsements and/or restrictions that apply.

- ☐ You have not identified any Career Tech programs or courses (you will later in the Talents section) Skip down.
- ☐ Job Type: select what you are looking for...full time is the most prominent, but you may still be in training and only able to work part time.
- ☐ Preferred shift: select shift or no preference.
- ☐ Looking for temporary work?: Select yes, no, or no preference.
- ☐ Desired salary or wage: you can enter any annual salary or hourly wages you will settle for. This is a number you can play with each time you revisit your registration. However, the higher you raise your salary expectations, the fewer jobs you will match to. Do not enter \$1 or .00. Each individual needs to figure out his or her happy median or know the market value. This does NOT mean that your matches will necessarily be what is shown by each employer. It is merely a range. Employers enter two numbers: minimum and maximum salary amounts, and they have the option to display both or neither one in their job order.
- ☐ Salary type: Annual for salary or hourly for wage.
- ☐ Highest Education Level Attained: If you are graduating to a higher level soon, round it up in advance so you don't forget later.
- ☐ Years of relevant work experience: select the appropriate time frame reflecting the experience you have in the job title you selected.
- ☐ Location: Enter your ZIP code.
- ☐ Distance you are willing to commute one-way: this basically means how far you are willing to travel to the work place each day.
- ☐ Willing to Travel: this means you are willing to take a job in which you are expected to travel possibly great distances overnight away from home.
- ☐ Willing to Relocate: this means you are willing to leave your current place of residence to take a job elsewhere.
- ☐ Job title you are looking for: It should already show the resume title you selected earlier, beginning with AIC. If it is not showing, please enter it again (e.g.: AIC Carpenter).
- ☐ Job Category: the system should show the same category you selected from the 23 options when creating your PLUS Account.
- ☐ Next Step button.

The third step is the Copy & Paste Resume section.

- ☐ Retrieve your resume, scan it, copy and paste it to the box on this page making sure it has all or most of the 6 recommended dot points at the top of the page. Your resume allows you to share your exact address, mailing code, phone number etc. Remember that most contact is done by e-mail and that either an employer or job

seeker can initiate contacting their matches to request meeting times and locations for interviews. Your resume is also where you should let employers know that you are able to read, write and/or speak more than one language. Do not overlook the obvious.

- ☐ Once you have pasted your resume(s), you can adjust the spacing and make text edits as needed.

When you have finished with your Resume, click on the Next step button.

The fourth and final step of the Copy & Paste Resume section once again provides you with a review and edit page in case you want to go back and edit your contact information, O*NET job category, or resume. Click on the right marginal Edit button for each section in which something needs to be corrected or added. When satisfied with your entries, click on the phrase My Home at the bottom of the page.

My Home Page

Click on the 3rd dot point which reads Talents.

- ☐ On the Talents page, click on the Add/Edit link under the Talents column and select those talents, tools and technologies that reflect your training, work history, and confirms your occupational quest in your particular field. Since no two people will be entering the same amount of talents, add as many as you feel are adequate before finishing by clicking on the Continue button(s) until you finish.
- ☐ Then view your combined talents, edit where needed and click on the Return button. When satisfied with the list of combined talents, click on the Return button on the next page.

To view your employer matches:

- ☐ Click on the first dot point, Search Jobs
- ☐ Click on Advanced Job Search, third section down
- ☐ Skip down to the line that reads: "That contain **ANY** of these words:" and enter a few key words to help match to employers' job orders, **beginning with AIC. (E.g.: AIC Sheet Metal Worker Heating Ventilation Air Conditioning ... etc.)**
- ☐ Skip down to click on radio button in front of "Include only IJL job listings.
- ☐ Skip down to Save this search: select yes radio button
- ☐ Search name: you can title it anything you want. (e.g: **AIC #1**)
- ☐ Click on Search button at the bottom of the page

The system should read: IJL found ____ jobs matching your search criteria

- ☐ List your matching orders by clicking on Relevance or Date...Relevance should display most or all of your matching AIC Jobs at the top of the list That's because employers have been asked to use AIC in their job titles to make it easier for you to identify that they are looking to hire apprentices. (You may also match to Actuarial jobs because the system reads spelling similarities...just skip those matches).
- ☐ Click on the blue Job Title

- ☐ Each job provides the job title, description, duties, skill requirements and functions as well as other Job information, contact information and other details. It also shows the job talents each employer selected preferring candidates with all or most of these talents.
- ☐ The last section tells “How to apply for this position”. Click on the Referral Instructions button.
- ☐ Most of the time the employer will provide an e-mail address, so you may initiate contact with any employers whose jobs you feel qualified to fill. Click on the “Email Illinois JobLink Resume To Employer” button or just click on the Employers e-mail address and compose your own e-mail. (More employers these days will send you to their Web site to fill out thier job application.)
- ☐ If the “Email IJL Resume...” button worked, select your AIC Resume, edit the e-mail drafted for you, saying you would appreciate an interview opportunity at their convenience.
- ☐ Check spelling and Send email. If the employer prefers using their Web site to apply rather than e-mail, you are pretty much obligated to comply with their request.
- ☐ Add to your Saved Job List in case you wish to review again at a later date.
- ☐ Click on “Back to results” at the bottom of the page and continue to work your way through your match list. You will continue to match to new employers as they will be added to the list as new employers post their job orders. Log Out at the top of the page when finished and return whenever you wish to conduct an updated search.

Communications With Employers / IJL Help Desk

After making initial contact with employers through **IJL** all further messages can be exchanged via the Internet.

If you have any other questions not covered or detailed in this guide, feel free to contact the IllinoisJobLink.com Help Desk at their toll-free number: 1-877-342-7533.

Ensuing Re-entry in IJL: Search for More Jobs, Create Another Resume, Updating Your Info

To revisit your registration to look for new jobs, edit your information or add information, go back to the IJL Web site at **www.IllinoisJobLink.com** unless you already book marked it.

You will be prowith a survey which is optional. When you are through, continue on to the next page providing a Self Service List. The list is divided into two sections: Information on Workforce Services and Job Search. Both headings list what each has to offer. Since you most likely wish to conduct a job search, click on the button in front of Job Search It will take you to a welcome page with 9 options to select from, the most important of which are:

- **Search Jobs** - allows you to go back and check any new jobs that you may have matched to since the last time you conducted a search.
- **My Resumes** - allows you to build or attach another or as many resumes as you wish to enter based on the diversity of the talents you have developed from different job experiences and training.
- **Talents** - allows you to ad more talents reflecting the job title you entered earlier OR select another job title and its related talents or compound talents.
- **My Saved Jobs** - allows you to re-examine the job / list of jobs you tagged earlier so you can go back and

determine if you would like to apply for that / those job(s).

- **Add/Edit a PLUS Account** - If you did not open a PLUS Account when you registered, you may want to open one now to match to jobs OR you may want to make changes to the information you entered last time.
- **Contact Info** - allows you to change your address, phone number, e-mail address or name if you recently married.

If you select Search Jobs, it will take you to the page with five options. You most likely will want to do an Advanced Job Search like you did the first time you followed this guide to do your registration, giving your next search and every search a new name. Then repeat the process you used at the bottom of page 7, beginning at the words: “To view your employer matches.”

Job Placement Details & Success Stories

If you are hired because of IllinoisJobLink.com or by any other means, please let us know by e-mail. **We care and we are always looking to hear success stories and details. Tell us the company name, job title, hiring/starting date, starting salary, etc.**

If you need further help with IJL, **e-mail your questions to john.m.waters@illinois.gov**. We will respond as soon as possible. Thank you for using IJL for your job search and best wishes in your future endeavors!